

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

United States Section Directive

Volume: II
Chapter: 805
Date: March 2003

CHANGE ORDER NO: 1

SUBJECT : Issuance of Government Driver's License (OF-346)

TO : License Control Clerk

CONTROL : General Services Division, Headquarters

CO2.1 Requirement/Authority

This change order is issued under the authority of the United State Section Directive Volume I, Chapter 805 dated February 2, 2000, SUBJECT: Motor Vehicle Operation.

CO2.2 Purpose

The purpose of this change order is to make minor changes in the Memorandum for Action for renewal of Government Motor Vehicle Operator's Identification Card and IBWC-208A.

CO2.3 Responsibilities

The recipients of this Change Order are responsible for assuring that, for their own records and the records of their subordinate offices, the requirements of section CO2-4 Filing Instructions of this Change Order are met in a timely manner.

C02.4 Filing Instructions

REMOVE and dispose of pages E-7, E-8, E-9, and E-10 from the original United States Section Directive Volume 1 Chapter 805 dated February 2, 2000, Subject: Motor Vehicle Operation. INSERT the attached pages E-7, E-8, E-9 and E-10 which show "CO2: 03/31/03" in the lower right corner as replacements for the pages you removed. (Note E-8 and E-10 are included without changes.)

CO2.5 Effective Date

This Change Order is effective upon issuance.

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

FOR ACTION

MEMORANDUM

TO :

FROM : Susanna Sunderman, Supply Technician

SUBJECT : Issuance of OF-346 Government Motor Vehicle Operator's Identification Card
(Government Driver's License)

Attached are the forms which are to be completed in order to issue a Government driver's license to an employee under your supervision. Please review the attached material carefully before giving it to your employee. If, in your opinion, your employee no longer requires a government license, please notify me by email or return these forms with a comment "no longer needed."

If a government license is required:

Provide a copy of the Section's Directive(s) concerning motor vehicle operation to the employee to read on the job.

Discuss the material with employee. Comment about NDR program on IBWC -208a.

Have employee complete Part B and form OF-345 Physical Fitness Inquiry for Motor Vehicle Operators.

Complete Part A **after** reviewing the completed forms for accuracy and legibility. Please leave the section on OF-345 entitled "Review and Certification by Designated Official" blank.

Check that employee's state license is current. If employee's state license is to expire

within the next two months, **do not** return these forms **until** employee has shown you the updated driver's license or temporary permit.

The employee for whom these forms are intended is:

These forms are to be returned to GSD by _____.

This is a:

" New License

" Renewal of USIBWC License #

Form IBWC-208 (03/03)

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Application for OF-346 Government Driver's License

PART A. SUPERVISORY REVIEW AND CERTIFICATION

Before requesting a Government Driver's License for an employee, review the job carefully and request only those permits which are required. Project Managers and Division/Branch Chiefs can issue a temporary authorization to an employee to operate Government owned or leased motor vehicles while waiting for the official document to be issued. However, the employee must complete the attached application form, and the supervisor must review the disqualifications listed below prior to issuing the temporary authorization to assure that issuing a temporary license will not be inappropriate.

As mentioned in the cover memorandum, BEFORE the employee completes the application form, provide a copy of the Section's Directive(s) concerning motor vehicle operation to the employee. **Allow** him or her time to read the material on the job. After the employee has read the material, discuss it with him or her, and record the date when the material was discussed with the employee on the application form.

Be certain that you stress to the employee that **we check the driving record of all applicants through the National Drivers Registry program**, and that full responses to all questions on the application form is advisable.

Disqualifications From Driver's License Eligibility

ANY of the following items are disqualifying for a new license or renewal if they have been followed by conviction, forfeiture of bond, suspension of license, or other formal action.

OFFENSE	In Last 2 Years	In Last 5 years
Reckless Driving	1 or more	1 or more
DWI or DUI (Driving under the influence of intoxicants or	narcotics, or while Intoxicated	1 or more

2 or more

IBWC-208A

(back)

(03/03)

OFFENSE	In Last 2 Years	In Last 5 years
Suspension of Driving Permit	1 or more	Any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record.
Revocation of Driving Permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record.
Other traffic offenses that reveal a lack of safety consciousness	3 or more	6 or more with 1 in the last 3 years.
At-fault accidents*	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at fault</i> accident

occurred within the last 4
years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a conviction for the purposes of this Review.

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

United States Section Directive

Volume: II
Chapter: 805
Date: March 2003

CHANGE ORDER NO: 2

SUBJECT : Motor Vehicle Operation

TO : Executive Management Staff, Principal Engineers, Heads of Offices, Project Managers, Director of Compliance, and Presidents of AFGE Locals 3060 & 3309

CONTROL : General Services Division, Headquarters

CO2.1 Requirement/Authority

This change order is issued under the authority of the United State Section Directive Volume I, Chapter 805 dated February 2, 2000, SUBJECT: Motor Vehicle Operation.

CO2.2 Purpose

The purpose of this change order is to make minor changes in the Memorandum for Action for renewal of Government Motor Vehicle Operator's Identification Card and IBWC-208A.

CO2.3 Responsibilities

The recipients of this Change Order are responsible for assuring that, for their own records and the records of their subordinate offices, the requirements of section CO2-4 Filing Instructions of this Change Order are met in a timely manner.

C02.4 Filing Instructions

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C02.5 Effective Date

This Change Order is effective upon issuance.

FOR THE COMMISSIONER

Robert Ortega
Executive Engineer

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

FOR ACTION

MEMORANDUM

TO :

FROM : Susanna Sunderman, Supply Technician

SUBJECT : Issuance of OF-346 Government Motor Vehicle Operator's Identification Card
(Government Driver's License)

Attached are the forms which are to be completed in order to issue a Government driver's license to an employee under your supervision. Please review the attached material carefully before giving it to your employee. If, in your opinion, your employee no longer requires a government license, please notify me by email or return these forms with a comment "no longer needed."

If a government license is required:

Provide a copy of the Section's Directive(s) concerning motor vehicle operation to the employee to read on the job.

Discuss the material with employee. Comment about NDR program on IBWC -208A.

Have employee complete Part B and form OF-345 Physical Fitness Inquiry for Motor Vehicle Operators.

Complete Part A **after** reviewing the completed forms for accuracy and legibility. Please leave the section on OF-345 entitled "Review and Certification by Designated Official" blank.

Check that employee's state license is current. If employee's state license is to **expire within the next two months**, **do not** return these forms **until** employee has shown you the updated driver's license or temporary permit.

The employee for whom these forms are intended is:

These forms are to be returned to GSD by _____.

This is a:

" New License

" Renewal of USIBWC License #

Form IBWC-208 (03/03)

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Application for OF-346 Government Driver's License

PART A. SUPERVISORY REVIEW AND CERTIFICATION

Before requesting a Government Driver's License for an employee, review the job carefully and request only those permits which are required. Project Managers and Division/Branch Chiefs can issue a temporary authorization to an employee to operate Government owned or leased motor vehicles while waiting for the official document to be issued. However, the employee must complete the attached application form, and the supervisor must review the disqualifications listed below prior to issuing the temporary authorization to assure that issuing a temporary license will not be inappropriate.

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Be certain that you stress to the employee that **we check the driving record of all applicants through the National Drivers Registry program**, and that full responses to all questions on the application form is advisable.

Disqualifications From Driver's License Eligibility

ANY of the following items are disqualifying for a new license or renewal if they have been followed by conviction, forfeiture of bond, suspension of license, or other formal action.

OFFENSE	In Last 2 Years	In Last 5 years
Reckless Driving	1 or more	1 or more
DWI or DUI (Driving under the influence of intoxicants or narcotics, or while Intoxicated	1 or more	2 or more

(back)

(03/03)

OFFENSE	In Last 2 Years	In Last 5 years
Suspension of Driving Permit	1 or more	Any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record.
Revocation of Driving Permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record.
Other traffic offenses that reveal a lack of safety consciousness	3 or more	6 or more with 1 in the last 3 years.
At-fault accidents*	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at fault</i> accident occurred within the last 4 years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a

conviction for the purposes of this Review.

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION**

United States Section Directive

Volume: II
Chapter: 805
Date: February 2, 2000

SUBJECT : Motor Vehicle Operation

TO : All Supervisors, USIBWC
Presidents, AFGE Locals 3060 & 3309

CONTROL : General Services Division, Headquarters (915) 832-4138

805.1 Requirement/Authority

The requirements that the USIBWC issue internal regulations concerning the operation of motor vehicles for official purposes, the policies and procedures for the issuance of OF-346 Motor Vehicle Operator's Identification Cards, and the restrictions on the use of Government-owned or -leased vehicles (hereinafter referred to as "GOVs") for transportation from home to work and vice versa, are stated in:

5 CFR;
31 USC;
41 CFR Part 101; and
49 CFR.

The references cited above cover such topics as initial authorization to operate Government-owned vehicles, initial and periodical review of motor vehicle operator qualifications requirements, and penalties for misuse of GOVs. These laws and regulations, as well as all regulations referenced within them, are the basis for this directive, and take precedence over any area where there may be a contradiction.

805.2 Purpose

The purpose of this directive is to transmit the revised Motor Vehicle Operator's Manual, which provides general and specific guidance, and specific instructions regarding operator qualification requirements, issuance of a Government Driver's License, and employee liability as well as other topics pertaining to the operation of GOVs.

805.3 Responsibilities

- (a) The Commissioner, United States Section, International Boundary and Water Commission, United States and Mexico (hereinafter referred to as the "Commissioner") is responsible overall for the authorization of proper use of GOVs. This authority is delegated through the management chain of command to the first line supervisor. ONLY the Commissioner, however, may authorize the periodic use of a GOV for home to work transportation.
- (b) The Chief, General Services Division is responsible for providing technical supervision, direction and support through the Property Officer.
- (c) The Property Officer is responsible for:
 - (1) Directing and evaluating the USIBWC's motor vehicle management program;
 - (2) Ensuring all federal and USIBWC motor vehicle operating rules, laws, regulations, guidelines, policies, and directives are followed to the extent required and in a manner most advantageous to the agency; and
 - (3) Issuing or overseeing the issuance of OF-346, U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License) to qualified USIBWC employees.
- (d) Managers and Supervisors are responsible for
 - (1) Being thoroughly familiar with and observing the provisions of this Directive, and any manual(s) or handbook(s) that may be issued or authorized for use by the USIBWC;
 - (2) Assuring that the GOVs assigned to their work unit are operated and maintained in accordance with the provisions of this Directive and any

manual(s) or handbook(s) that may be issued or authorized for use by the USIBWC;

- (3) Bringing this Directive and manual(s) or handbook(s) that may be issued or authorized for use by the USIBWC to the attention of all USIBWC employees who are

- (i) currently issued a Government Driver's License;
- (ii) making initial application for a Government Driver's License; or
- (iii) making application to renew an existing Government Driver's License.

- (c) Employees are responsible for assuring that:

- (1) GOVs are used for their stated purpose;
- (2) GOVs are used SOLELY for official business of the USIBWC; and
- (3) GOVs are used in accordance with the provisions of this Directive and any manual(s) or handbook(s) that may be issued or authorized for use by the USIBWC.

805.4 Supersession

This Directive cancels and supersedes Headquarters Directive Volume II, Chapter 800 Motor Vehicle and Equipment Operation, dated July 31, 1997.

805.5 Effective Date

The provisions of this Directive are effective 30 calendar days after the date of issue.

FOR THE COMMISSIONER

Rodney L. Adelman
Chief Administrative Officer

APPENDICES

APPENDIX A

CHART OF LICENSE REQUIREMENTS

An employee's position description dictates the type of license that he or she must have to perform the duties of the position. The chart below identifies the type of license that can be issued to various grade levels.

<i>WG Grade Level</i>	<i>Representative Vehicle Types;</i>	<i>Gross Vehicle Weight (Veh Wt + Load)</i>	<i>State License Required</i>	<i>Endorse- ments Required</i>
4	Pickup trucks, panel trucks, flatbed trucks, carryalls, sedans, crew cab pickups, vans, jeeps & station wagons on Government property ONLY	Up to 10,000 lbs	Standard	None
5	Same as WG-4 Level on public roads	Up to 10,000 lbs	Standard	None
6	Platform trucks, van trucks, stake trucks, dump trucks, cargo vans, & ambulances, patient transport vehicles, and passenger shuttle vans with a passenger capacity of 15 persons	10,000 pounds to 26,000 pounds	Standard	None
7	Platform trucks, van trucks, fuel trucks, stake trucks, dump trucks, trash removal trucks & conventional passenger buses	26,000 pounds to 32,000 pounds	CDL – Class B	Varies
8	Straight-in-line trucks of greater than 32,000 lbs GVW, truck tractors with semi or full trailers, & motor coaches on long distance trips	Greater than 32,000 pounds	CDL – Class A	Varies

NOTE: If the vehicle carries materials for which hazardous materials placards are required, the driver must have a valid Commercial Driver's License (CDL), and must have the appropriate endorsements. The vehicles operated at the WG-4, 5 and 6 levels normally require a Class C driver's license, NOT a CDL.

Each project office should retain on file a copy of the appropriate State's Drivers Handbook and Commercial Motor Vehicle Drivers Handbook, which are available free of charge from the State Department of Public Safety.

APPENDIX B

DISQUALIFYING SAFETY PRACTICES

ESTABLISHED BY THE OFFICE OF PERSONNEL MANAGEMENT
(X118-C, Internal Qualification Guides)

INFRACTIONS	IN LAST 2 YEARS	IN LAST 5 YEARS
Reckless driving	1 or more	1 or more
Suspension of driving permit	1 or more	any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record
Revocation of driving permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record
Other traffic offenses that reveal lack of safety consciousness	3 or more	6 or more with 1 in last 3 years
At-fault accidents	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at-fault</i> accident occurred within the last 4 years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a conviction for the purposes of this Appendix.

APPENDIX C

OPERATOR RESPONSIBILITIES

1. **Obey the law!** First and foremost: You must obey all motor vehicle traffic laws of the State and local jurisdiction in which you drive a motor vehicle owned or leased by the Government. You are personally responsible if you violate State or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing official duties, payment is your personal responsibility.

2. **Initial inspection.** Before operating a vehicle, you are responsible for visually inspecting it by walking around and looking for such things as:

- < collections of fuel, oil, or engine coolant beneath the vehicle;
- < under inflation of tires, loose wheels or lug nuts;
- < springs or torsion bars which are broken or weakened to the point that the vehicle sags or leans;
- < dirty and/or obstructed windows and/or windshields;
- < broken and/or missing mirrors, lights, lenses, or reflectors; and
- < torn, cracked, or missing windshield wiper blades.

Any deficiencies noted should be brought to the attention of the appropriate office for correction as soon as you return the keys. If the condition of the vehicle is such that you consider the vehicle to be unsafe to drive, return the keys, notify the appropriate office of the problem, and check out another vehicle if one is available.

3. **During operation of the vehicle.** Upon initially starting and during the time of operation of the machine, you should check and be alert for such malfunction indicators as:

- < inoperative gauges and/or indicator lights;
- < loss of oil pressure;
- < indications of overheating; and
- < loss of pressure in the brake system.

Any deficiencies should be brought to the attention of the appropriate office for correction as soon as you return the keys.

4. **Use of fleet card.** The Voyager fleet card may be used to purchase fuel, lubricants, oil, windshield washer fluid, brake fluid, wiper blades, and minor repairs and services for the vehicle. If items other than fuel are purchased, you should annotate the receipt with a brief description, such as “washer fluid,” or attach an itemized invoice to the receipt, if the vendor provides one. Major purchases of items

such as tires and batteries for GSA vehicles must be approved by GSA Maintenance Control Center (1-888-622-6344). In order to complete the transaction, you are required to provide the vehicle's odometer reading and the driver's ID or authorization code, which is explained below:

- < **GSA vehicles:** This code is the last five digits of the license plate. The license plate is also embossed on the bottom left corner of the fuel card as the "vehicle ID," in the format of "G00 00000."
- < **USIBWC-owned or commercially leased vehicles:** the code is the five- or six-digit "vehicle ID" embossed on the bottom left corner of the fuel card. This ID does not represent the license plate of the vehicle.

NOTE: Purchases of personal items, such as sodas or snacks, are UNAUTHORIZED. All instances of unauthorized purchases will be reported to the appropriate supervisor/manager, and the employee may face disciplinary measures.

5. **When to refuel.** You should stop and refuel the vehicle if the fuel gauge reads half full or less. Use major oil companies, such as Amoco, Exxon, Fina, Phillips 66 and Texaco. If you have any doubt about the station accepting the card, you should check with the station's cashier prior to refueling the vehicle. If the station features "pay at the pump," you are encouraged to take advantage of this service.

6. **Grade of fuel.** Choose the grade or octane rating of fuel recommended by the vehicle manufacturer. Do **not** use premium unleaded gas unless it is specifically recommended by the manufacturer!

7. **Self-service versus full-service.** You should use the least expensive method to obtain fuel. Generally, fuel obtained from self-service pumps is less expensive than that obtained from full-service pumps. GSA requires justification any time a full-service pump is used.

8. **Lost/stolen/damaged fleet cards.** If the fleet card becomes cracked or worn, it should be replaced. For GSA fleet cards, contact your local GSA Interagency Fleet Management Center. For USIBWC fleet cards, contact the Travel Coordinator, General Services Division, El Paso Headquarters.

REPORT ALL LOST OR STOLEN CARDS IMMEDIATELY!

APPENDIX D

SAFETY TIPS

Every employee is responsible for operating vehicles in as safe a manner as possible. The following information contains some safety tips, practices, and directions for motor vehicle operators. It is not all inclusive and should not be considered as such.

1. Assure that backup alarms or bells on vehicles so equipped are in good working order. If they don't function properly, notify the appropriate supervisor immediately. The repair or replacement of the alarms or bells should be assigned a top priority.
2. Before beginning to operate a vehicle, be certain that the seat is properly adjusted, the mirrors, if any, are properly adjusted, and that seat/shoulder restraints are adjusted so that they are comfortably snug. Keep in mind that **all** passengers must use seat belts in a Government-owned vehicle, including those in the back seats of the vehicle.
3. Before backing, check the area behind you. Never rely entirely on mirrors, particularly if the vehicle has "blind spots." If you are uncertain as to whether or not the area behind you is clear, dismount and walk behind the vehicle to check the area. When backing into areas where the clearance is close, use another employee as a ground guide if one is available.
4. No matter what the posted speed limit is, drive at a speed that is appropriate for the road and weather conditions. If the situation warrants it, **SLOW DOWN**. In any case, do not exceed the posted speed limit.

Note: While the maximum allowable speed limit on levee roads is 30 miles per hour (mph), the condition of most of our levees make driving at that speed dangerous.

5. Keep your windshields clear and clean. Check the windshield wiper blades periodically to assure that they are whole and pliable. If they wiper blades are beginning to crack or are stiff, obtain replacements. Check the operation of the windshield wipers periodically to assure that they are working.
6. Before operating a vehicle, ensure that tires are properly inflated and in reasonably good condition. If a tire or tires appear under inflated, check the pressure at the first opportunity.
7. Contact the USIBWC's Safety and Health Manager if you have any further safety questions or concerns.

APPENDIX E

INDEX TO FORMS

<u>Form</u>	<u>Description</u>	<u>Referencing Paragraph</u>	<u>Page</u>
OF-345	Physical Fitness Inquiry for Motor Vehicle Operators	M805.7(a)(3) . . .	E-3
OF-346	U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License)	M805.8	E-5
IBWC-208	Application for OF-346, Government Driver's License	M805.8(c)	E-7
GSA-1627	GSA Motor Vehicle Accident Reporting Kit	M805.12(f)(1) .	E-15
SF-91	Motor Vehicle Accident Report	M805.12(f)(1) .	E-17
SF-94	Statement of Witness	M805.12(f)(1) .	E-21
IBWC-8	Report of Accident Investigation	M805.12(f)(2) .	E-23
IBWC-9	Equipment Operator's Report of Accident	M805.12(f)(2) .	E-25
CA-1	Employee's Notice of Injury or Occupational Disease	M805.12(f)(3) .	E-27
IBWC-X	Notification of Traffic Conviction, Accident, and/or Suspension of License	M805.13(b) . . .	E-31
IBWC-486	Request and Authorization for Official Travel	M805.14(d) . . .	E-33
SF-1164	Claim for Reimbursement for Expenditures on Official Business	M805.14(e) . . .	E-35

APPENDIX F

FREQUENTLY ASKED QUESTIONS (FAQs)

QUESTION

ANSWER

Under what conditions or circumstances can the Commissioner authorize home to work transportation?

The law cites only three conditions or circumstances under which the Commissioner can authorize home to work transportation:

(a) *A clear and present danger* - defined as those highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where -

- (1) The danger is real, not imaginative, and immediate or imminent, not merely potential; and
- (2) A showing is made that the use of a Government-owned passenger carrier would provide protection **not otherwise available**.

(b) *An emergency* - defined as those circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home to work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur when there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport those employees. (Note that the definition pertains to an **agency** emergency, not an employee emergency); or

(c) *A compelling operational consideration* - defined as those circumstances where the provision of home to work transportation to an employee **is essential** to the conduct of official business, or would **substantially** increase a Federal agency's efficiency and economy.

When you say "Government-owned Vehicle," are you talking about just GSA vehicles?

No. Any vehicle owned by the U.S. Government is covered by the law. This includes GSA vehicles, USIBWC vehicles, and other Federal agency vehicles without regard to how they came into the possession of the Government. In the context of this particular law, also included are such things as airplanes, boats, and any other motorized passenger carrier.

How does this affect an employee on travel status?

When an employee is on temporary duty travel status, the employee may use a GOV to travel to and from his or her temporary lodging and temporary duty site. The employee may also use the vehicle to travel to suitable eating places, drug stores, barber shops, places of worship, laundry or dry cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

Does it also apply to an employee living in temporary quarters in conjunction with a permanent change of duty station?

No. Once the employee reached the area of his or her new permanent duty station the employee is no longer in travel status, and the standing authorization to use GOV while in travel status would no longer apply.

How would an employee get authorization from the Commissioner to use a GOV for home to work transportation?

The request for authorization must be in writing, and must be routed through the employee's chain of command to the Commissioner. An information copy of the approved request will be sent to the Property Officer.

The request must contain the following information:

- < Name and job title of the employee;
- < Reason for authorizing home to work transportation; and
- < The anticipated length of time the authorization would be needed.

How long can the authorization for home to work transportation be in effect?

The initial authorization cannot exceed 15 calendar days. The employee can request extensions, following the same process for the initial request. The extension cannot exceed 90 calendar days. Subsequent extensions are also limited to 90 calendar days.

What are some examples of using a GOV for home to work transportation which is now prohibited?

Employees can **no longer** do the following:

- < take a GOV home the night before beginning travel in order to get an early start the next morning;
- < take a GOV home because he or she will have to pass his or her home on the way to his or her work site the next day. If this is a common situation, an employee's supervisor can determine if arranging for the vehicle to be parked on Federal property at a location closer to your home will be of benefit to the Government;
- < take a GOV home at night or at lunch time even if "home" is on IBWC property and he or she may be called back to take care of a problem on the reservation;
- < stop at home to take care of personal business even if the employee's home is on the normal route from the office to the field location where he or she is to perform work that day;
- < use a GOV to go home to take care of a family

emergency.

If I have any questions regarding whether or not I can use a GOV, whom should I contact?

Discuss the matter with your supervisor. If the question is still unclear, your supervisor should contact the Chief, General Services Division. Since your question will probably be one which other supervisors and employees have, the Chief, General Services Division may publish the question and answer for the information of all employees. Remember: until you know for certain whether or not the use you propose is allowed, do not use the vehicle! Also, if your use may be perceived by the public as improper, don't do it!

What do I do if a supervisor or manager directs me to operate a vehicle in violation of this Directive and Manual?

If you think you are being directed to operate a vehicle in violation of the regulations, tactfully bring this to the person's attention. If the person advises you to take the action you consider incorrect, do so, and bring the matter to the attention of the Chief, General Services Division at the first opportunity. He or she will take the matter from there. Keep in mind, there are situations where an employee can use a GOV for personal business, and the individual may have authorization to use the vehicle.

Most of the information above deals with “home to work” situations. Does the new law change any other uses?

Yes. Outlined below are some common situations which employees should exercise caution or avoid completely.

(a) ***Using a GOV to go to lunch.*** Employees on travel status (TDY) may use a GOV to go to lunch. An employee not on TDY may accompany another employee who is in travel status when that employee uses a GOV to go to lunch. Generally, employees working on their assigned Project in a GOV may **not** use it to go to lunch; however, a possible exception to this rule is shown in the following scenario:

An employee working on his assigned project is a goodly distance (20 miles or greater) away from his office at lunchtime. He isn’t considered to be in travel status and therefore doesn’t meet the requirement in (a) above. It would take him over 30 minutes to return to his office to pick up his POV to go to lunch, then another 30 minutes to drive back to the job site. In this instance, it would be more beneficial in terms of employee time and agency resources to allow him to drive to the nearest eating establishment (within 2 or 3 miles).

(b) ***Stopping to use public restrooms.*** An employee may stop to use public restrooms at a business establishment while working on their assigned Project and traveling between the work site and the office.

(c) ***Assisting stranded motorists.*** If a stranded motorist needs transportation because of life threatening weather or other conditions, an employee may transport the individual to the nearest point of assistance. If you are in an area where a freeway courtesy patrol provides assistance to stranded motorists, report it to the courtesy patrol and let them handle the situation.


(d) ***Picking up hitch-hikers.*** The best advice, whether in a GOV or in your personal vehicle, is don’t pick up hitch-hikers! However, if there are life threatening weather or other conditions, you can give a

hitch-hiker a ride to the nearest location where the individual will have a reasonable degree of safety.

(e) *Use of GOVs to and from airports.* When traveling on official business, an employee may drive a GOV to an airport and park it there until the employee's return if this will result in less expense to the Government. Another employee may drive an employee to the airport in a GOV if this will result in less expense to the Government, including the driver's official time and the need for the vehicle by the Government during the employee's absence on travel.

(f) *Stopping to take care of personal business during scheduled breaks or lunch periods.* Even though you might not deviate from the most direct route from one work site to another, you **may not** stop to take care of personal business while in a GOV except to use public restrooms as provided in (b) above.

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION



MOTOR VEHICLE OPERATOR'S MANUAL

ISSUED UNDER THE PROVISIONS OF
UNITED STATES SECTION DIRECTIVE
VOLUME II
CHAPTER 805

MOTOR VEHICLE OPERATOR'S MANUAL

M805.1 Requirement/Reference

The purpose of this Manual is to provide general and specific guidance, and specific instructions regarding operation of motor vehicles owned by or in the possession of the USIBWC. A supplement to this manual, entitled "Vehicle Handbook," is currently under revision.

M805.2 Control

The responsibility for the issuance and maintenance of this Manual and supplemental Handbook, when issued, is assigned to the Chief, General Services Division, Headquarters, United States Section, International Boundary and Water Commission, United States and Mexico.

M805.3 Supersession

This Manual cancels and supersedes 'USIBWC Motor Equipment And Operators' Handbook' dated July 31, 1997.

M805.4 Effective Date

The provisions of this Manual are effective 30 calendar days after the date of issue of US Section Directive Volume I, Chapter 805 Motor Vehicle Operation, dated February 2, 2000.

Rodney L. Adelman
Chief Administrative Officer

TABLE OF CONTENTS

<u>Paragraph</u>		<u>Page</u>
M805.5	Authorized Use of Government-owned or -leased Vehicles (GOVs)	3
M805.6	Definitions	3
M805.7	Motor Vehicle Operator and Incidental Operator	
	Qualification Requirements	4
M805.8	Issuance of OF-346 U.S. Government Motor	

Vehicle Operator's Identification Card

	(Government Driver's License)	5
M805.9	Commercial Driver's License (CDL) Program	6
M805.10	Personal Use of a GOV	7
M805.11	Care and Maintenance of GOVs	7
M805.12	Accidents and Incidental Damage to a GOV	8
M805.13	Applicability to Personally Owned Automobiles/	

	Vehicles (POA's/POV's)	12
M805.14	Use of a POA/POV While Conducting	

	Official Business	12
M805.15	Employee Liability and Corrective Action	13
M805.16	Use of a GOV by Other Federal Employees	

	or Contractors	15
M800.17	Safety	16
M805.18	Operator Awards	16
M805.19	Forms	16

APPENDICES

Appendix A	Chart of License Requirements	A-1
Appendix B	Disqualifying Safety Practices	B-1
Appendix C	Operator Responsibilities	C-1
Appendix D	Safety	D-1
Appendix E	Forms	E-1
Appendix F	Frequently Asked Questions (FAQs)	F-1

M805.5 Authorized Use of Government-owned or –leased Vehicles (GOVs)

No supervisor or employee of the USIBWC shall authorize the use of Government-owned or –leased vehicles (GOVs) for other than official purposes. All supervisors and employees will be held strictly accountable for the misuse of such vehicles in, or chargeable to, their custody. Persons using GOVs for other than official purposes will be subject to disciplinary action in accordance with U.S. Section Directive Volume 1, Chapter 665 Employee Conduct; Discipline and Adverse Actions.

M805.6 Definitions

(a) Domicile – one’s fixed place of dwelling, where one intends to reside more or less permanently;

(b) GOV - Government-owned vehicle. For the purposes of this manual, a GOV is any vehicle purchased or leased with Federal funds, including those leased from General Services Administration and commercial leasing companies;

(c) Gross negligence - operating GOVs while under the influence of drugs or alcohol; excessive speeding (20 mph or faster over the posted speed limit); willful or intentional damage;

(d) Identification card – United States Government Motor Vehicle Operator’s Identification Card, Optional Form 346, or an agency-issued identification card that names the types of GOVs the holder is authorized to operate (hereinafter referred to as “Government driver’s license”);

(e) Incidental operator – an employee who is not officially classified as a motor vehicle operator but who is occasionally required to operate a GOV while on official Government business;

(f) Primary operator – an employee who is regularly required to operate a GOV and occupies a position officially classified as motor vehicle operator;

(g) Safety Committee - a committee comprised of three USIBWC employees appointed to investigate the circumstances surrounding an accident or incident and to determine if the employee was at fault or not;

(h) Simple negligence - carelessness while operating a GOV;

(i) State license – a valid driver’s license issued by the one of the 50 States, the District of Columbia, or Puerto Rico, where the employee is domiciled or principally

employed. In the instance where the employee is a dependent of a nonresident on active duty in the Armed Forces of the United States, the license may be issued by his or her home state;

(j) Unauthorized use of a GOV - using a GOV for purposes other than official business or for purposes other than the vehicle was intended.

M805.7 Motor Vehicle Operator and Incidental Operator Qualification Requirements

(a) Applicants for motor vehicle operator positions, and incidental operators, must meet the following requirements as provided for in 5 CFR §930.105, which are applied equally both for initial applications and renewals:

- (1) Possess a safe driving record;
- (2) Possess a valid State license; and
- (3) Demonstrate that they are medically qualified to operate the appropriate motor vehicle safely by completing form OF-345 Physical Fitness Inquiry for Motor Vehicle Operators.

(b) If the physical fitness level of an employee holding a form OF-346 Government Driver's License changes at any point where he/she is no longer medically qualified to safely operate the appropriate motor vehicle, he/she should notify the Chief, General Services Division and surrender his/her Government Driver's License.

(c) The requirement for a road test is waived under the provisions of 5 CFR §930.107 for all employees **except** for operators of vehicles used for transportation of dangerous materials.

(d) Applicant's Safe Driving Record

- (1) An employee's driving record, both on and off the job, will be reviewed by his/her supervisor for all applications for either an initial license or a renewal of their license.
- (2) Appendix A outlines OPM's minimum standards for Motor Vehicle Operators (WG-5700 series), and Appendix B provides OPM's chart of disqualifying safety practices. For the USIBWC's purpose, these standards apply to both primary **and** incidental operators and will be used when reviewing an applicant's safety record.

- (3) General Grade (GG) employees do not have grade level requirements and as a general rule are considered to be incidental operators, authorized to drive sedans, pick up trucks, vans, and sports utility vehicles under 10,000 lbs. gross vehicle weight rating (GVWR).

M805.8 Issuance of OF-346 U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License.)

(a) 5 CFR §930.112 requires primary and incidental operators to have a valid agency identification card as defined in M805.6(d) or document in his/her possession at all times while driving a GOV. The USIBWC has elected to use form OF-346 for this purpose.

(b) In order to comply with 5 CFR §930.108 and §930.109, the USIBWC requires all primary and incidental operators to complete Forms IBWC-208 and OF-345 at least once every 4 years.

(c) The General Services Division (GSD) is responsible for maintaining driver records on all USIBWC employees required to operate a GOV while on official business as either a primary or incidental operator. Information provided by the employee on form IBWC-208 Application for OF-346 and form OF-345 Physical Fitness Inquiry for Motor Vehicle Operators will be reviewed by his/her supervisor to determine if the employee should be issued a government driver's license. The application forms, along with the supervisor's recommendation that a license be or not be issued, are to be sent to GSD, where they will remain on file for the duration of the employee's tenure with USIBWC. Final review and determination for issuance of the license rests with the Chief, GSD, or his/her designee.

- (1) Initial license -- **Upon request from an employee's supervisor**, GSD will forward the required forms to the employee through his/her supervisor.
- (2) Renewal license – Approximately 45 calendar days prior to the expiration of an employee's license, GSD will forward the required forms to the employee through his/her supervisor.
- (3) The employee and supervisor are to complete the forms and return them to GSD within fourteen calendar days after their receipt.

(d) During the interval required for the processing of the official driver's license (initial or renewal), the supervisor may issue an interim written authority, **not to**

exceed 90 calendar days, to the employee to operate GOVs. It should be based upon the supervisor's review of the forms completed by the employee and be in memorandum format. The memorandum should identify the employee, the work unit for which the employee works, and the GOVs which the employee is authorized to operate pending receipt of the formal card. A copy of the temporary authorization should be forwarded to General Services Division and will be retained in the employee's driver record file.

M805.9 Commercial Driver's License (CDL) Program

(a) Those individuals whose duties require that they have and maintain a Commercial Driver's License (CDL) are under additional requirements which are imposed by all states/jurisdictions issuing CDL's. These additional requirements are a result of the national laws controlling the operation of commercial motor vehicles.

(b) Notifying USIBWC of any convictions. In accordance with 49 CFR §383.31(b), any employee of the USIBWC who possesses a CDL as a requirement of his/her position must report to the USIBWC **all** convictions of violations of State or local motor vehicle traffic control laws (not including parking violations), regardless if the vehicle is privately-owned, Government-owned or -leased, or is a commercial motor vehicle. Notification must be made in writing and within 30 days after the conviction date through the employee's Project Manager or Supervisor to the License Control Officer in General Services Division.

(c) Notifying the State of any convictions. In addition, and in accordance with 49 CFR §383.31(a), if the conviction of violation occurs in any State or jurisdiction **other** than the one which issued his/her CDL, the employee must also notify an official designated by the State or jurisdiction that issued the CDL of such conviction. Notification must be made in writing and within 30 days after the conviction date.

(d) Written notification. In accordance with 49 CFR §383.31(c), the written notification must include the following:

- (1) Driver's full name;
- (2) Driver's license number;
- (3) Date of conviction;

- (4) The specific criminal or other offense(s), serious traffic violation(s), and other violation(s) of state or local motor vehicle traffic control law for which convicted, and any resulting suspension, revocation, or cancellation of certain driving privileges;
- (5) Statement as to whether the violation was committed in a commercial motor vehicle;
- (6) Location (city, county, state) of the offense; and
- (7) Driver's signature.

(e) Under current laws in **all** states, failure to notify the employer can result in the loss of the CDL.

(f) All questions concerning handling and transportation of hazardous material should be addressed to the USIBWC's Safety and Occupational Health Manager.

M805.10 Personal Use of a GOV

(a) Public Law 99-550 amends 31 USC 1344 and severely restricts the use of GOVs for personal business. Such use is considered "unauthorized use" and by law carries a mandatory 30-day suspension for all first time offenses.

(b) Use of a GOV for transportation to and from an employee's residence, commonly referred to as "home-to-work transportation," can be authorized by the Commissioner on a limited basis. **Only** the Commissioner can authorize home-to-work transportation for USIBWC employees, and by law, this authority cannot be delegated to any other individual. (See Appendix F for more information about "home-to-work transportation.")

M805.11 Care and Maintenance of GOVs

(a) Vehicles leased from GSA. The General Services Administration (GSA) establishes a scheduled maintenance program on every vehicle in its interagency fleet. Contact your local Interagency Fleet Management Center (IFMC) for information on routine maintenance for all GOVs leased from GSA.

(b) Vehicles leased from commercial sources. Generally, vehicles leased from commercial sources are done so on a temporary basis (less than 60 days). In these instances, a scheduled maintenance program is unnecessary. If the vehicle is leased

by the USIBWC for a long-term basis in lieu of a GSA vehicle, then the provisions in subparagraph (c) apply.

(c) USIBWC-owned or commercially-leased vehicles. A scheduled maintenance program shall be established for all vehicles owned by the USIBWC or leased from commercial sources. The maintenance schedule recommended by the manufacturer and outlined in the vehicle's User Manual shall be followed to ensure the manufacturer's warranty is not voided.

M805.12 Accidents and Incidental Damage to a GOV

(a) GSA's definition of an **accident** in their Fleet Management Operations Handbook (FSS P 5600.8, Chapter 9-8a as amended) primarily pertains to Interagency Fleet Management System (IFMS) vehicles, and is herein incorporated to apply to all USIBWC-owned and -leased vehicles:

*"A motor vehicle accident occurs when an IFMS vehicle strikes or is hit by another vehicle or object, and there is **any one or more** of the following:*

- < The IFMS vehicle is occupied and the total damage costs \$500 or more;*
- < There is personal injury;*
- < The occupant of the other vehicle can be identified."*

(b) GSA's definition of an **incident** is also herein incorporated to apply to all USIBWC-owned and -leased vehicles:

"An incident is any instance not defined as an accident, i.e. vandalism, theft, acts of nature, and parking lot damage of unattended vehicles where the other driver is not identified. Damage relating to off road operation of vehicles, such as damage to the undercarriage from striking rocks or paint damage from scraping tree limbs, will be classified as incidents."

(c) USIBWC employees who operate vehicles and equipment (Government- and personally-owned) in the performance of official duties are expected to make every reasonable effort to avoid accidents and incidental damage.

(d) Should an employee be involved in, or is the cause of, an accident during the performance of official duties, the first order of business is the personal safety of the operator, passengers if any, and the occupants of any other vehicles which may be involved in the accident. Once the safety of all individuals involved in the accident has been assured and medical assistance obtained, if required, the operator should

complete the appropriate forms identified in subparagraph (e) below. If the proper forms are not immediately available, the employee should record sufficient information for use in preparing them later.

(e) When exchanging information with the driver of the other vehicle(s) involved in the accident, the employee should obtain the name and State driver's license number of the driver(s), their insurance company name, telephone number and policy number, the license plate number of the vehicle(s) involved, and the names of any occupants. In return, the employee is to give his/her name and State driver's license number, the license plate of the GOV, and the telephone numbers of the USIBWC's Office of the Legal Advisor (915-832-4110) and the local GSA IFMC responsible for the GOV, if it is leased from GSA. DO NOT provide the other driver(s) with your personal automobile insurance company and policy number. DO NOT admit fault at any time. If the driver(s) or occupants have any questions, refer them to the Legal Advisor and to GSA, if applicable.

(f) Forms:

- (1) The instructions contained on the face of GSA Form 1627, GSA Motor Vehicle Accident Reporting Kit, are to be followed for all accidents involving GSA vehicles and USIBWC-owned or –commercially leased vehicles. (Refer to M805.14 for reporting requirements for accidents involving personally-owned vehicles authorized for use while conducting official business on behalf of the USIBWC.) Each kit should contain the following forms:

- < SF-91, Operator's Report of Motor Vehicle Accident;
- < SF-94, Statement of Witness;

- (2) The following USIBWC forms are to be completed in addition to those required under (1) above:

- < IBWC-8 (Rev. 6/96), Memorandum of Accident Investigation
- < IBWC-9 (Rev. 6/96), Equipment Operator's Report of Accident

- (3) If the employee sustains injury in an accident, he/she must also complete the following form and submit it to Human Resources Office:

- < CA-1, Employee's Notice of Injury or Occupational Disease

(g) Time lines and special provisions for submitting reports:

- (1) ***Accidents:***

- (i) GSA Vehicles -- REGION 7 (Texas and New Mexico). Contact GSA's Accident Control Center at 1-800-325-2958 within 48 hours of the accident. Complete forms SF-91 and SF-94 as soon after the accident as possible. Obtain a copy of the police report if local law enforcement officials investigated the accident and issued citations. Mail all documents **except** those on USIBWC forms related to the accident to GSA's Accident Control Center as soon as possible. IN ADDITION, if the accident involved personal injury or death, the Interagency Fleet Management Center (IFMC) and the USIBWC's Office of the Legal Advisor must be immediately notified by telephone.
- (ii) GSA Vehicles -- REGION 9 (Arizona and California). All reports **except** those on USIBWC forms must be completed and mailed to the GSA Fleet Management Center responsible for the vehicle as soon after the accident as possible. Include a copy of the police report if local law enforcement officials investigated the accident and issued citations. IN ADDITION, if the accident involved personal injury or death, the Interagency Fleet Management Center (IFMC) and the USIBWC's Office of the Legal Advisor must be immediately notified by telephone.
- (iii) USIBWC -owned and -commercially leased vehicles. All reports except the Safety Committee's Report (IBWC-8) must be completed and mailed to the Headquarters offices identified below as soon after the accident as possible, but no later than 5 calendar days from the accident. The Safety Committee report must be completed and mailed within 10 calendar days of the date of the accident. IN ADDITION, if there is personal injury or death involved, the USIBWC's Office of the Legal Advisor must be immediately notified by telephone.

(2) ***Incidents:***

- (i) GSA vehicles. Generally, a memorandum explaining the circumstances surrounding the incident is sufficient for GSA's records. The memorandum should be submitted to the GSA IFMC responsible for the vehicle within 72 hours of the incident. If you are in doubt, contact the responsible GSA IFMC for further information.

- (ii) USIBWC-owned and -commercially leased vehicles. The Equipment Operator's Report of Accident (IBWC-9) must be completed by the operator and mailed to the Headquarters offices identified in subparagraph (h) below with 72 hours of the accident. The Safety Committee's Report (IBWC-8) must be completed and mailed within 7 working days of the accident.

(h) The Safety Committee will investigate and submit a report on IBWC 8 for every accident and incidental damage involving a motor vehicle (including GSA vehicles) or motorized equipment. This will include on-the-job injuries where vehicles and/or equipment are involved. Part of the purpose of the Safety Committee's inquiry will be to determine the most probable cause of the accident or incidental damage, and whether or not the USIBWC operator or another USIBWC employee was at fault in the accident.

(i) The forms listed in M805.13(e) used to report accidents and incidents will be distributed as follows:

(1) ***GSA Vehicles***

- (i) REGION 7 — Originals to GSA's Accident Control Center; REGION 9 — Originals to GSA IFMC
- (ii) Copy to Project/Division/Office files
- (iii) Copy to Safety and Health Manager
- (iv) Copy to Office of the Legal Advisor
- (v) Copy to General Services Division for the driver's license file.

(2) ***USIBWC-owned or commercially-leased Vehicles***

- (i) Originals to Office of the Legal Advisor
- (ii) Copy to USIBWC Safety and Health Manager
- (iii) Copy to General Services Division
- (iv) Copy to Project/Division/Office files

M805.13 Applicability to Personally Owned Automobiles/Vehicles (POA's/POV's)

(a) When operating a POA/POV on official business, the provisions of the Directive and this Manual are applicable. Exceptions are as followed:

- (1) With prior authorization, an employee may transport family members on official travel;
- (2) The limitations on use of the POV/POA after work hours, and after the official mileage for which the employee will receive reimbursement has ended, do not apply;

- (3) The requirements for vehicle inspection and periodic scheduled maintenance do not apply; and
- (4) The prohibitions against the use for home-to-work transportation do not apply.

(b) Employees classified as primary operators (WG-5700 series) must report all traffic tickets and accidents on form IBWC-X;

(c) All employees holding a Government driver's license (form OF-346) must report all incidents on form IBWC-X that fall within the chart of disqualifying safety practices shown in Appendix B;

(d) Those employees whose duties require that they have and maintain a Commercial Driver's License (CDL) are under additional requirements, which are covered in paragraph M805.9 of this manual.

M805.14 Use of a POA/POV While Conducting Official Business

(a) Use of a POV for official business in lieu of a GOV should be discouraged as a normal business practice. GOVs are provided for the express purpose of conducting official business.

(b) In the event a GOV is not available, and business **must** be conducted immediately and cannot wait for the first available GOV, an employee may use his/her POV **after** receiving verbal or written approval by the employee's supervisor, or his/her designee. The employee is also entitled to reimbursement for actual miles driven and other authorized expenses, as provided for in (e), below.

(c) If an employee does not receive prior approval, or if he/she elects to use his/her POV and there is a GOV available, the employee assumes all liability in the event the employee is involved in an accident. In addition, the employee waives entitlement to reimbursement for mileage and expenses, as provided for in (e), below.

(d) Using a POV in lieu of a taxi or GOV to and from the airport when travel is performed on behalf of the USIBWC is considered official business and must be approved on form IBWC-486 Request and Authorization for Official Travel. The estimated total miles to be driven must be entered in the appropriate area under Block 4 Estimated Costs, and an explanation provided, such as "Transportation to and from airport in POV," in Block 17. (For transportation to and from the airport, a Waiver is not necessary.)

(e) Reimbursement for using a POV for official business will be in accordance with the Federal Travel Regulations. The employee will complete and sign form SF-1164 Claim for Reimbursement, using the mileage rates prescribed in 41 CFR §301-10.303 and §303-10.310. Contact the Finance & Accounting Office at 915-832-4132 for further information about completing and processing form SF-1164..

(f) When the use of a POV has been approved, and the employee is involved in an accident or sustains incidental damage while conducting official business on behalf of the USIBWC, the provisions of paragraph M805.12 apply. However, the requirement for contacting and/or submitting reports to GSA's Accident Control Center or the local GSA IFMC does not apply. If the use was not approved, or the employee elected to take his/her POV in lieu of a GOV and is involved in an accident or sustains incidental damage to their POV, the employee assumes all liability.

(g) Contact the Office of the Legal Advisor with any questions about legal costs or settlements of suits for personal injury and/or property damage with regard to accidents while driving a POV.

M805.15 Employee Liability and Corrective Action

(a) Cost recovery. In those instances where an accident or incidental damage to equipment is the fault of the employee, Federal agencies are authorized by statute to recover the costs incurred from the employee. Under existing statutes and regulations, such cost recovery is not classified as a disciplinary or adverse action to the employee, and is processed under the procedures directed by the Comptroller General of the General Accounting Office, and the Federal Property Management Regulations of the General Services Administration. Such costs can be recovered from an employee's salary, or from his or her contributions to the retirement system if the employee separates from civil service employment before the costs are recovered.

(b) Gross negligence. An employee will be held financially liable for the total cost of repairs to or replacement of GOVs if damage is determined by the Safety Committee to have been incurred as a result of gross negligence on the part of the employee, or if the damage was incurred while the GOV was being used for unofficial purposes. If the employee's actions warrant disciplinary measures, the provisions of United States Section Directive Volume 1, Chapter 665 Employee Conduct; Discipline and Adverse Actions, will be applied based upon the nature of the offense.

(c) Simple negligence. An employee will be held financially liable for the cost of repairs to or replacement of GOVs if damage is determined by the Safety Committee to have been incurred as a result of simple negligence on the part of the employee. If the employee's actions warrant disciplinary measures, the provisions of United States Section Directive Volume 1, Chapter 665 Employee Conduct; Discipline and Adverse Actions, will be applied based upon the nature of the offense.

- (1) A sliding scale will be used to assess the employee's liability based upon the total cost of repairs or replacement, as follows:
 - (i) If the cost of repairs is \$250 or less, the employee will reimburse the USIBWC the full cost of repairs;
 - (ii) If the cost of repairs exceeds \$250, the employee will reimburse the USIBWC at the rate of \$250 plus 10% of the balance, not to exceed \$500 per occurrence.
- (2) If the employee's actions warrant disciplinary measures, the provisions of United States Section Directive Volume 1, Chapter 665 Employee Conduct; Discipline and Adverse Actions, will be applied based upon the nature of the offense.

(d) Investigation. Employees involved in accidents or incidents are to be informed that an investigation will be conducted and corrective action may be taken. **In no instance** will corrective action (discipline or adverse action) be taken without fully complying with U.S. Section Directive Volume 1, Chapter 665 Employee Conduct; Discipline and Adverse Actions.

(e) Legal matters. Contact the Office of the Legal Advisor with any questions about legal costs or settlements of suits for personal injury and/or property damage with regard to accidents while driving a GOV.

M805.16 Use of a GOV by Other Federal Employees or Contractors

- (a) Other Federal employees may use a GOV owned or leased by the USIBWC under the following conditions:
 - (1) They are performing work on behalf of the USIBWC;
 - (2) The USIBWC is funding a portion or all of their travel expense;

- (3) It would not create a hardship to the Project/field office or Headquarters providing the vehicle;
- (4) The vehicle is used for official purposes only;
- (5) The employee must have and present a valid State driver's license.

(b) Government contractor and subcontractor employees may use a GOV under the following conditions:

- (1) The terms of the contract must provide for such use;
- (2) Contractor and subcontractor employees can only use GOVs for official purposes connected with performing the contract;
- (3) Contractor and subcontractor employees are prohibited from driving a GOV between home and work;
- (4) Contractor and subcontractor employees must have and present a valid State driver's license appropriately classified for the type of GOV he/she is operating; and
- (5) Suitable penalties must be established and enforced against contractor and subcontractor employees who use, or authorize the use of, GOVs for unofficial purposes.

(c) The requirements for reporting accidents and damage apply to other Federal government employees, and contractor and subcontractor employees only when they are operating GOVs.

(d) The requirement to have an OF-346 U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License) is waived.

M805.17 Safety

The paragraph on Safety is now Appendix D to this Manual and will be removed when a separate directive on safety has been approved and implemented.

M805.18 Operator Awards

The Operator Awards paragraph is hereby deleted in its entirety and will be addressed by the Safety and Occupational Health Manager.

M805.19 Forms

Much of the record information required for the Motor Vehicle Operator Program has been reduced to standardized forms, which shall be used by all offices of the USIBWC. While these forms are subject to revision, most have been designed to

capture the minimum information required with the least complexity. Appendix E contains copies of all forms used in the Motor Vehicle Operator Program.

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

MEMORANDUM

FOR ACTION

TO :

FROM : Susanna Sunderman, Travel Coordinator

SUBJECT : Issuance of OF-346 Government Motor Vehicle Operator's Identification Card (Government Driver's License)

Attached are the forms which are to be completed in order to issue a Government driver's license to an employee under your supervision. Please review the attached material carefully before giving it to your employee.

Your employee is to complete Part B and form OF-345 Physical Fitness Inquiry for Motor Vehicle Operators. You are to complete Part A **after** reviewing the completed forms returned to you by the employee. Please leave the section on form OF-345 entitled "Review and Certification by Designated Official" blank.

Please check all of the forms carefully for completeness and legibility before returning them to General Services Division.

The employee for whom these forms are intended is:

These forms are to be returned to GSD by_____.

This is a:

9 New License

9 Renewal of USIBWC License # _____

Form IBWC-208 (02/00)

Application for OF-346 Government Driver's License

PART A. SUPERVISORY REVIEW AND CERTIFICATION

Before requesting a Government Driver's License for an employee, review the job carefully and request only those permits which are required. Project Managers and Division/Branch Chiefs can issue a temporary authorization to an employee to operate Government owned or leased motor vehicles while waiting for the official document to be issued. However, the employee must complete the attached application form, and the supervisor must review the disqualifications listed below prior to issuing the temporary authorization to assure that issuing a temporary license will not be inappropriate.

BEFORE the employee completes the application form, provide a copy of the Section's Directive(s) concerning motor vehicle operation to the employee and him or her time to read the material on the job. After the employee has read the material, discuss it with him or her, and record the date when the material was discussed with the employee on the application form.

Be certain that you stress to the employee that **we check the driving record of all applicants through the National Drivers Registry program**, and that full responses to all questions on the application form is advisable.

Disqualifications From Driver's License Eligibility

ANY of the following items are disqualifying for a new license or renewal if they have been followed by conviction, forfeiture of bond, suspension of license, or other formal action.

OFFENSE	In Last 2 Years	In Last 5 years
Reckless Driving	1 or more	1 or more
DWI or DUI (Driving under the influence of intoxicants or narcotics, or while Intoxicated	1 or more	2 or more

OFFENSE	In Last 2 Years	In Last 5 years
Suspension of Driving Permit	1 or more	Any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record.
Revocation of Driving Permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record.
Other traffic offenses that reveal a lack of safety consciousness	3 or more	6 or more with 1 in the last 3 years.
At-fault accidents*	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at fault</i> accident occurred within the last 4 years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a conviction for the purposes of this Review.

SUPERVISORY CERTIFICATIONS

I CERTIFY that I have reviewed the duties of the position, and that the following license requirements must be met for the employee to perform the duties of the position:

9 Standard Operator's License

9 Commercial Driver's License (CDL) of the following Class with the endorsements shown:

Class _____

Endorsements: (Mark All Which Apply)

_____ T (Double/Triple Trailer)

_____ P (Passenger)

_____ N (Tank Vehicle)

_____ H (Hazardous Material)

_____ X (Combination of N and H)

To perform the duties of this position, the employee will be required to operate motor vehicles like or similar to the following:

**INCIDENTAL
OPERATOR**

PRIMARY OPERATOR

(Vehicles in addition to sedans, pickups & vans/SUVs)

_____ Sedans

_____ Dump Trucks

_____ Tractor-Trailer (semi)

_____ Pickups

_____ Flatbed Trucks

_____ Tank Trucks

_____ Vans/SUVs

I FURTHER CERTIFY that I have reviewed the USIBWC's Directives concerning motor vehicle operation with the employee as reflected on the application form.

After reviewing the application completed by the employee and the disqualification statements above, I (RECOMMEND) (DO NOT RECOMMEND) that this employee be granted a government license.

I (HAVE)(HAVE NOT) issued the employee a Memorandum Temporary Driving Permit.

Name & Title of Supervisor

Signature and Date

PART B. EMPLOYEE INFORMATION AND CERTIFICATION

PRIVACY ACT STATEMENT: Furnishing the information requested in this form is voluntary. The information will be used in determining your qualifications for the issuance of a U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License). It will be used by USIBWC personnel recommending the issuance of a License, those reviewing qualifications for a License, and those issuing the License. Failure to provide the information could result in the improper evaluation of your qualifications. Further, if such information is not provided, it will result in your being disqualified to operate a Government owned or leased motor vehicle. If operation of a motor vehicle is required in your job, it could result in your disqualification for the job and termination from employment.

APPLICATION FOR (mark one): **9** New License **9** Renewal of License # _____

Driver's Full Legal Name (First, Middle, and Last)

Date of Birth (mm/dd/yyyy)

Sex (mark one) 9 Male	Height ____ FT ____ IN	Weight	Hair Color	Eye Color	Social Security Number
9 Female	Birthplace (City, State, Country)	State Drivers License #	Issuing State	Expires (mm/dd/yyyy)	
Type of License (mark one) 9 Standard Operator's License		Type of License (mark one) 9 Commercial Driver's License (CDL) Class ____ , Endorsements: _____		Restrictions on your State DL	
		Other States where you've had a License in the past five (5) years			
Other names used in applying for driver's licenses (maiden name, professional, other)					
(First)	(Middle)	(Last)			
(First)	(Middle)	(Last)			
(First)	(Middle)	(Last)			

ACCIDENT, DRIVING, AND TRAFFIC VIOLATION RECORD

Provide the information requested below for each accident, traffic ticket (not including parking tickets) or incidents of arrest for a motor vehicle violation within the last five (5) years. List all instances, including those which were later dismissed or for which you were judged not guilty.

Description	When? (mm/yyyy)	Where? (City/County/State)	License Suspended/ Revoked?	Fined?	At Fault? (vehicle accident)
1)					
2)					
3)					
4)					
5)					

Describe in the space below the final disposition of each violation listed above. Give the number at the beginning of your description. For example: 1) Dismissed 2) Fined \$100 (If you need more room, attach additional sheets).

I CERTIFY that all statements made in this application are true, complete, and correct to the best of my knowledge or belief and are made in good faith. I AGREE to abide by Federal and USIBWC regulations and procedures governing the operation of Government owned and/or leased motor vehicles, and to report traffic violations and accidents as required by such regulations. I AGREE to surrender the Government License, if issued, upon revocation or suspension of my State Driver's License, my leaving employment with the USIBWC, and/or my being placed in a position not requiring the operation of a Government owned and/or leased motor vehicle.

A copy of the USIBWC Directive(s) concerning motor vehicle operation was provided for my review and the provisions/requirements stated therein were discussed with me on _____
(date).

Applicant's Signature (in ink) and Date _____

REPORT OF ACCIDENT INVESTIGATION

Date of Accident (mm/dd/yyyy)	Name of Operator (First, MI, Last)
Were any other USIBWC employees involved (check one)? 9 Yes 9 No	If yes, please list name(s) (First, MI, Last)
Were any non-USIBWC employees involved (check one)? 9 Yes 9 No	If yes, please list name(s) (First, MI, Last)
Describe vehicle or equipment involved. List make, model, year, description of equipment, license plate (if any) & IBWC# (if any)	
Was medical treatment required (check one)? 9 Yes 9 No	If yes, list name and address of provider:
Was time lost due to accident (check one)? 9 Yes 9 No	If yes, show number of hours and employee's name(s)
Briefly describe the events leading up to the accident. Give the location where the accident occurred.	
In the Opinion of the Safety Committee, what was the most probable cause(s) for this accident?	
Was the operator properly using appropriate safety equipment? 9 Yes 9 No	If no, what reason(s) did the operator give?

In the opinion of the Safety Committee, was this was this accident avoidable? 9 Yes 9 No	Please explain.
In the opinion of the Safety Committee, was another USIBWC employee at fault in this accident? 9 Yes 9 No	If yes, list name(s) (First, MI, Last)

Safety Committee's Recommendations:

- 9** Operator/Individual was NOT AT FAULT and SHOULD NOT be held accountable for the cost of repairs.
- 9** Operator/Individual was NEGLIGENT and SHOULD be held accountable for the cost of repairs in accordance with USIBWC Manual Vol II Chapter M805.14(c).
- 9** Operator/Individual was GROSSLY NEGLIGENT and SHOULD be held accountable for the **total** cost of repairs/replacement in accordance with USIBWC Manual Vol II Chapter M805.14(b).
- 9** Operator/Individual SHOULD NOT be considered for corrective disciplinary action because:
- 9** Operator/Individual SHOULD be considered for corrective disciplinary action because:
- 9** Other:

SAFETY COMMITTEE MEMBERS

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Safety Committee Chairperson: _____
 Management Representative: _____

EQUIPMENT OPERATOR'S REPORT OF ACCIDENT

Operator's Name & Job Title (Please print or type)	Date and Time of Accident
Project/Office to which Assigned	Where did the accident occur?

IDENTIFICATION OF EQUIPMENT INVOLVED IN ACCIDENT

Describe the equipment involved in the accident. Include the type of equipment involved, the make, model, year, license plate, if any, and IBWC #, if any. Also include the recorded operating hours on the equipment at the time of the accident, if known.

WEATHER CONDITIONS AT TIME OF ACCIDENT

☐ Clear ☐ Cloudy ☐ Warm, Approx ____° F ☐ Raining/Wet
☐ Sleet/Snow/Ice ☐ Windy/Dusty ☐ Cold, Approx ____° F
☐ Other (please describe):

WORKING CONDITIONS/TERRAIN

☐ Level ☐ Rough, uneven ☐ Steep slopes ☐ Brushy/dense growth
☐ On levee road ☐ On levee slopes ☐ In flood plain
☐ On improved public road ☐ On dam ☐ In yard
☐ Other (please describe):

EQUIPMENT

☐ No known defects
☐ Defective (describe):

In your own words, briefly describe how the accident happened:

Describe the damage to the equipment:

Was other property damaged? ☐ No ☐ Yes (Identify the property and describe the damage:

Was anyone injured? ☐ No ☐ Yes (Identify)

To the best of your ability, describe the extent of injuries to any individual(s) who is/are NOT UISBWC employees:

Were there any witnesses to this accident? ☒ No ☒ Yes (Identify)

I CERTIFY that the information which I have provided on this form is true and correct to the best of my knowledge and belief.

Signature of Operator

Date

SUPERVISOR'S REPORT

Supervisor's Name and Job Title (Print or type)

Date Report Completed

Does the Operator's Report appear accurate? ☒ Yes ☒ No (Identify discrepancies)

Based upon your review, does it appear that the Operator was at fault in this accident:
☒ No ☒ Yes (Explain)

What is the estimated cost of damage to:

' USIBWC equipment \$ _____

' USIBWC property \$ _____

' Private equipment \$ _____

' Private property \$ _____

Supervisor's Signature

MEMORANDUM

FOR INFORMATION

DATE: _____

TO : Susanna Sunderman, Travel Coordinator
General Services Division

FROM : _____

THRU : Project Manager/Office Supervisor

SUBJECT : Notification of Traffic Conviction, Accident, and/or Suspension of License

In accordance with USIBWC Section Directive Volume II Chapter M805.10, I am
advising you that within the last 30 days I have:

- 9 Been convicted and/or forfeited bond and/or collateral for the following traffic
violation(s), other than parking violations:

Offense/reason for ticket: _____

Date of conviction/forfeiture of bond or collateral: _____

Name and address of Court: _____

- 9 Had my State driver's license suspended or revoked because of: _____

Date of suspension/revocation: _____

Name and address of Court: _____

License will be restored on _____ (date).

9 Been involved in a motor vehicle accident:

Date and place (city/county/state) of accident: _____

Give details of the accident: _____

At fault? (mark one) **9** Yes **9** No

Fatality? (mark one) **9** Yes **9** No

M E M O R A N D U M

FOR INFORMATION

February 9, 2000

TO : Reader

FROM : Karen W. Williams, Property Officer

SUBJECT : Missing Appendices

Until we purchase a software program that allows us to scan forms, the appendix to U S Section Directive Vol II, Chapter M805 is missing several pages. To view these appendices, please contact Communications and Records to obtain hard copies from the manual on file.

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

United States Section Directive

Volume: II
Chapter: 805
Date: February 8, 2000

STANDARD OPERATING PROCEDURE NO: 805-1

SUBJECT : Issuance of Government Driver's License (OF-346)

TO : License Control Clerk

CONTROL : General Services Division, Headquarters (915) 832-4137

S805-1.1 Requirement/Authority

This Standard Operating Procedure (SOP) is issued to convey the procedures and requirements for the issuance of a Government Driver's License (OF-346 U.S. Government Motor Vehicle Operator's Identification Card). It is prepared in accordance with the requirements and provisions of Headquarters Directive Volume II, Chapter 805 Motor Vehicle Operation, dated February 2, 2000.

S805-1.2 Supersession

This SOP cancels and supersedes SOP No. 801 issued September 1, 1997 to supplement Headquarters Directive Volume II, Chapter 800 Motor Vehicle and Equipment Operation, dated July 31, 1997.

S805-1.3 General Background

The USIBWC operates an extensive fleet of motor vehicles in the performance of the work of the agency. These range in size from sedans through tractor-trailer combinations. As a part of attempting to assure that these vehicles are operated safely, the USIBWC carefully reviews the driving records of applicants for positions which require motor vehicle operation, and periodically reevaluates the individual's driving record. The objective is to assure that the employee will operate motor vehicles safely without posing a threat to the employee, other employees, the general public, and property.

S805-1.4 General Requirements

(a) Applicants for positions which require operation of Government-owned or -leased motor vehicles (GOVs) must have a valid driver's license issued by the State in which the employee resides, or in the State in which the position is assigned. In the instance where the employee is a dependent of a nonresident on active duty in the Armed Forces of the United States, the license may be issued by his or her home state. The license must be valid for the type of vehicle(s) which the employee will operate for the USIBWC.

(b) Once hired, the employee must maintain the State driver's license. If the employee does not renew it, or if the license is suspended or revoked, the employee cannot be allowed to operate USIBWC motor vehicles until such time as the license is restored.

(c) In order to comply with 5 CFR §930.108 and §930.109, the USIBWC requires all employees holding a Government driver's license to complete Forms IBWC-208 and OF-345 at least once every 4 years.

S805-1.5 Review Requirements

(a) Appendix A of this SOP contains the qualification requirements and the minimum safe driving record which employees and applicants must meet. Although this Appendix applies specifically to employees hired specifically as motor vehicle operators, the USIBWC has adopted these standards to include all employees who drive GOVs as primary OR incidental operators. The reviewer should refer to Appendix A and review the applicant's total driving record.

(b) The reviewer will check the following documents when determining whether or not the USIBWC will issue an OF-346 to the applicant:

- (1) IBWC-208B Employee Information and Certification, completed and submitted by applicant;
- (2) OF-345 Physical Fitness Inquiry for Motor Vehicle Operators, completed and submitted by applicant;
- (3) IBWC-208A Supervisory Review and Certification, completed and submitted by applicant's supervisor;
- (4) Accident reports, incident reports, reports of investigations, and notifications of traffic citations or license suspension; and
- (5) Any information provided by the US Department of Transportation's National Driver Register Program (NDR).

(c) In most instances, the initial reviewer will determine whether or not a license will be issued, and will issue the license. However, if the initial reviewer has any questions, or if it appears that a license should not be issued, he/she will refer the case to the Chief, General Services Division (GSD), who will make the determination. In any instance where the two individuals who work the case initially cannot make a determination, the case will be referred to the Chief Administrative Officer for a final decision.

(d) The USIBWC will retain the driving record of each employee operating GOVs for his/her tenure of employment with the USIBWC, and that records retention and disposal guides are not applied. The driving record shall include all documents listed in S805-1.5(b) above, as well as requests submitted to the NDR and any other correspondence or reports pertinent to the employee's driving record.

S805-1.6 Applications

(a) New licenses — The request for a new driver's license is generated by the supervisor of the employee who will be required to have a license to operate a GOV. The request is submitted on forms IBWC-208A (rev. 02/00) and IBWC-208B (rev. 02/00). GSD should assure that each field office has a small supply of blank forms on hand, and that a supply is also maintained in Headquarters.

(b) License renewals — License renewals are generated by GSD, which will send out the application packet (forms IBWC-208, IBWC-208A, IBWC-208B, and OF-345) approximately 60 calendar days before the employee's Government driver's license expires. The forms are due back in GSD within 14 calendar days of the date of issue. GSD should maintain a suspense file in order to follow up on the application if it is not returned by the due date.

S805-1.7 Reviews — New and Renewals

(a) Incomplete forms — Incomplete forms should be returned immediately to the employee, through his/her supervisor. The reviewer shall not complete the form for the employee, even based upon a telephone conversation. This can result in the employee suffering adverse actions and the reviewer being accused of falsifying documentation.

(b) National Driver Register check

- (1) Upon receipt of the completed application packet, the reviewer shall transfer pertinent information from the forms received from the employee into a format accepted by the National Highway Traffic Safety Administration (see Appendix B). The request may be combined with others during the month, and sent as a packet once or twice a month.

- (2) The NDR does not send out negative reports; therefore, if the reviewer does not receive a response from the NDR within 30 calendar days, he/she may assume the employee's driving record is clean.

- (3) The reports received from the NDR are brief and usually contain reports on individuals with similar names. Compare the employee's information with that on the report, paying attention to the social security number, birthdate, height, weight, and hair and eye color. If there is no match, the NDR report should be annotated "No match" and filed with the application in the employee's driving record file.

- (4) If it appears that there is a match, and the information is substantial enough to warrant possible revocation or denial of a license, refer the case to the Chief, GSD. He/She will investigate further through State sources and provide conclusive information that the report does or does not refer to the employee.
- (c) Physical fitness review — Review the information provided by the employee on the top portion of form OF-345 Physical Fitness Inquiry. If the information provided does not disqualify the employee for a license, complete the bottom portion of the form, and sign and date it.
- (d) Qualifications review — Once a sufficient amount of time has passed for receipt of the NDR response (generally 30 calendar days), the reviewer should carefully review all information obtained about the employee. Considering the employee's total driving record and comparing the information to the qualifications requirements stated in Appendix A, determine if the employee is qualified for a license. If he/she is qualified, complete form IBWC-Y and issue the Government driver's license.
- (e) Problem reviews

- (1) Periodically, either the information provided by the applicant or the results of the NDR check will indicate the employee's driving record is not adequate to warrant the issuance of a license. In these instances, the person initially processing the request for a license should complete form IBWC-Y to reflect the potential problems and refer the entire case, along with all pertinent paperwork, to the Chief, GSD. He/She will determine if the license should or should not be issued.

- (2) If it is determined that a license should not be issued, either for a new applicant or for a renewal, the Human Resources Division should be provided a full report, along with copies of all pertinent documents, as soon as possible.

S805-1.8 Records

An alphabetical file of individuals to whom a license was issued or denied is maintained in GSD. This file is not subject to the records management requirements, and is maintained for as long as the individual is employed by the USIBWC. The individual's **total** driving record is examined each time a license is issued or renewed, and past information provided by the employee, supervisors, and the NDR provides the most reliable source of information concerning the individual's driving record. At such time as the employee is no longer employed by the USIBWC, the records can be disposed of in accordance with the procedures specified in the files manual. **NOTE:** Some of the information contained in the driver's application forms and driver's records is covered by the Privacy Act. Care should be taken to assure that the forms and information are used for their proper purpose, and that they are properly stored and disposed of.

S805-1.9 Preparing OF-346 Government Driver's License

(a) Card No. — GSD maintains a database of licenses issued to USIBWC employees. The "Card No." on form OF-346 is the next sequential number in the database. An employee retains the same license number throughout his/her career with the USIBWC. In order to reduce confusion, numbers will not be reassigned to new applicants once an employee leaves the USIBWC's employ.

(b) Expiration date — The expiration date of the OF-346 should coincide to the expiration date on the employee's State driver's license, when possible. In no instance shall a license be issued for a period greater than 4 years and 30 days. The 30 days allows a renewal license to be issued prior to the expiration of the current license when all checks and reviews have been completed and the employee qualifies for the renewed license.

(c) Temporary authorization — A temporary authorization, in memorandum format similar to that shown in Appendix C, may be issued by the Chief, GSD in the event a renewal license will not be issued prior to the expiration of the current license. The authorization shall not exceed 90 calendar days.

(d) Vehicle Qualifications — On the right half of the OF-346 is a section entitled “QUALIFIED TO OPERATE.” Use this section to list the size and type of vehicles the employee is authorized to operate. The list does not need to be all inclusive. If the employee is not required to have a Commercial Driver’s License (CDL), the annotation “SEDANS, VANS, PICK UP TRUCKS, VANS, JEEPS & SPORTS UTILITY VEHICLES NTE 10,000 LBS” is sufficient. If the employee is required to have a CDL, the annotation should include the class of the CDL; i.e., “CDL - CLASS A” if the employee holds a Class A CDL, etc.

(e) Hazardous material endorsements — It is unnecessary to enter the hazardous material endorsements on the OF-346.

APPENDICES

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APPENDIX A

DISQUALIFYING SAFETY PRACTICES

ESTABLISHED BY THE OFFICE OF PERSONNEL MANAGEMENT
(X118-C, Internal Qualification Guides)

INFRACTIONS	IN LAST 2 YEARS	IN LAST 5 YEARS
Reckless driving	1 or more	1 or more
Suspension of driving permit	1 or more	any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record
Revocation of driving permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record
Other traffic offenses that reveal lack of safety consciousness	3 or more	6 or more with 1 in last 3 years
At-fault accidents	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at-fault</i> accident occurred within the last 4 years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a conviction for the purposes of this Appendix.

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APPENDIX B

MEMORANDUM

FOR INFORMATION

(Date)

TO :

FROM : Manuel Rubio, Jr., Chief, General Services Division

SUBJECT : Temporary Authorization to Drive a GOV

This memorandum authorizes you to drive the following types of Government-owned vehicles while conducting official business for the USIBWC:

Sedans, pick up trucks, vans, jeeps and sports utility vehicles NTE 10,000 lbs.

Please keep this memorandum with your valid State driver's license when you drive a GOV. It will be replaced within 60 days by form OF-345 U.S. Government Motor Vehicle Operator's Identification Card.

If you have any questions, please feel free to contact me at (915) 832-4138.

APPENDIX C

REQUEST FOR NATIONAL DRIVER REGISTER FILE CLERK

(TYPE OR PRINT - ILLEGIBLE FORMS WILL BE RETURNED)

NAME (First) (Middle) (Last)					Date of Birth (mm/dd/yyyy)	
Male	Female	Height FT IN		Weight	Eye Color	Social Security Number (optional)
Other names used in applying for driver's licenses (Maiden name, professional, other)						
(First)		(Middle)		(Last)		
(First)		(Middle)		(Last)		
(First)		(Middle)		(Last)		
From: (Agency's full mailing address) US Intl Boundary & Water Commission ATTN: Susanna Sunderman The Commons, Bldg C 4171 N Mesa St, Suite 310 El Paso TX 79902-1441 (915) 832-4140 (915) 832-4190 fax Routing Code: CK				Mail to: National Highway Traffic Safety Administration National Driver Register (NTS-32) 400 7th Street SW Washington DC 20590-0001 Request date:		

REQUEST FOR NATIONAL DRIVER REGISTER FILE CLERK

(TYPE OR PRINT - ILLEGIBLE FORMS WILL BE RETURNED)

NAME (First) (Middle) (Last)					Date of Birth (mm/dd/yyyy)	
Male	Female	Height FT IN		Weight	Eye Color	Social Security Number (optional)
Other names used in applying for driver's licenses (Maiden name, professional, other)						
(First)		(Middle)		(Last)		
(First)		(Middle)		(Last)		
(First)		(Middle)		(Last)		
From: (Agency's full mailing address) US Intl Boundary & Water Commission ATTN: Susanna Sunderman The Commons, Bldg C 4171 N Mesa St, Suite 310 El Paso TX 79902-1441 (915) 832-4140 (915) 832-4190 fax Routing Code: CK				Mail to: National Highway Traffic Safety Administration National Driver Register (NTS-32) 400 7th Street SW Washington DC 20590-0001 Request date:		

APPENDIX D

INDEX TO FORMS

<u>Form</u>	<u>Description</u>	<u>Page</u>
OF-345	Physical Fitness Inquiry for Motor Vehicle Operators	D-3
OF-346	U.S. Government Motor Vehicle Operator's Identification Card (Government Driver's License)	D-5
IBWC-208	Application for OF-346, Government Driver's License	D-7
IBWC-X	Notification of Traffic Conviction, Accident, and/or Suspension of License	D-15
IBWC-Y	Qualifications Review	D-17

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QUALIFICATIONS REVIEW

APPLICATION FOR OF-346
GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

IS THE APPLICANT'S:	YES	NO	N/A
A. Past driving record satisfactory?			
B. Physical Fitness Inquiry (OF-345) satisfactory?			
C. Medical Examination (SF-78) satisfactory (if required)?			
D. Is further review needed?			

If D above is yes, referred for review to: _____

Typed or Printed Name & Title Of Initial Reviewer	Signature	Date
IF REFERRED, Typed or Printed Name & Title of Secondary Reviewer	Signature	Date
Secondary Reviewer's Recommendation: (If Do Not Issue, Give reasons on Reverse of this Form)	9 Issue	9 DO NOT ISSUE

ISSUING OFFICER'S DETERMINATION

9 LICENSE NOT ISSUED. **9 LICENSE ISSUED** (complete the following):

IDENTIFICATION CARD NUMBER: _____

DATE ISSUED: _____ DATE EXPIRES: _____

REMARKS: (Include any restrictions on State driver's license and/or USIBWC restrictions, such as authorized to operate on Government property only)

Typed or Printed Name & Title Of Initial Reviewer	Signature	Date
--	-----------	------

If license was not issued, briefly state the reasons and attach any supporting document/justification:

Application for OF-346 Government Driver's License

PART A. SUPERVISORY REVIEW AND CERTIFICATION

Before requesting a Government Driver's License for an employee, review the job carefully and request only those permits which are required. Project Managers and Division/Branch Chiefs can issue a temporary authorization to an employee to operate Government owned or leased motor vehicles while waiting for the official document to be issued. However, the employee must complete the attached application form, and the supervisor must review the disqualifications listed below prior to issuing the temporary authorization to assure that issuing a temporary license will not be inappropriate.

BEFORE the employee completes the application form, provide a copy of the Section's Directive(s) concerning motor vehicle operation to the employee and him or her time to read the material on the job. After the employee has read the material, discuss it with him or her, and record the date when the material was discussed with the employee on the application form.

Be certain that you stress to the employee that **we check the driving record of all applicants through the National Drivers Registry program**, and that full responses to all questions on the application form is advisable.

Disqualifications From Driver's License Eligibility

ANY of the following items are disqualifying for a new license or renewal if they have been followed by conviction, forfeiture of bond, suspension of license, or other formal action.

OFFENSE	In Last 2 Years	In Last 5 years
Reckless Driving	1 or more	1 or more
DWI or DUI (Driving under the influence of intoxicants or narcotics, or while Intoxicated	1 or more	2 or more

OFFENSE	In Last 2 Years	In Last 5 years
Suspension of Driving Permit	1 or more	Any <i>unrestored</i> permit in the 7-year check that was suspended for his/her safety record.
Revocation of Driving Permit	1 or more	3 or more with 1 in last 3 years. Any <i>unrestored</i> permit in the 7-year check revoked because of his/her safety record.
Other traffic offenses that reveal a lack of safety consciousness	3 or more	6 or more with 1 in the last 3 years.
At-fault accidents*	Any accident resulting in a fatality OR 2 or more non-fatal accidents, 1 in most recent year	Any accident resulting in a fatality OR 2 or more non-fatal accidents in most recent year OR Average of one non-fatal accident per year for the number of years driving, if one <i>at fault</i> accident occurred within the last 4 years

NOTE: Payment of a fine for a traffic ticket, with or without appearing in court, is a conviction for the purposes of this Review.

SUPERVISORY CERTIFICATIONS

I CERTIFY that I have reviewed the duties of the position, and that the following license requirements must be met for the employee to perform the duties of the position:

9 Standard Operator's License

9 Commercial Driver's License (CDL) of the following Class with the endorsements shown:

Class _____

Endorsements: (Mark All Which Apply)

_____ T (Double/Triple Trailer)

_____ P (Passenger)

_____ N (Tank Vehicle)

_____ H (Hazardous Material)

_____ X (Combination of N and H)

To perform the duties of this position, the employee will be required to operate motor vehicles like or similar to the following:

**INCIDENTAL
OPERATOR**

PRIMARY OPERATOR

(Vehicles in addition to sedans, pickups & vans/SUVs)

_____ Sedans

_____ Dump Trucks

_____ Tractor-Trailer (semi)

_____ Pickups

_____ Flatbed Trucks

_____ Tank Trucks

_____ Vans/SUVs

I FURTHER CERTIFY that I have reviewed the USIBWC's Directives concerning motor vehicle operation with the employee as reflected on the application form.

After reviewing the application completed by the employee and the disqualification statements above, I (RECOMMEND) (DO NOT RECOMMEND) that this employee be granted a government license.

I (HAVE)(HAVE NOT) issued the employee a Memorandum Temporary Driving Permit.

Name & Title of Supervisor

Signature and Date

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M E M O R A N D U M

FOR INFORMATION

February 9, 2000

TO : Reader

FROM : Karen W. Williams, Property Officer

SUBJECT : Missing Appendices

Until we purchase a software program that allows us to scan forms, the appendix to Standard Operating Procedure S805-1 is missing several pages. To view these appendices, please contact Communications and Records to obtain hard copies from the manual on file.